

ANNUAL FREEDOM OF INFORMATION REPORT – 1998

Numbers of Initial Request

1. Number of requests pending as of end of preceding fiscal year ____1____.
2. Number of requests received during current fiscal year ____39____.
3. Number of requests processed during current fiscal year ____39____.
4. Number of requests pending as of end of current fiscal year ____1____. (Enter this number also in Line VII-8-1).

Disposition of Initial Requests

1. Number of total grants ____36____.
2. Number of partial grants ____0____.
3. Number of denials ____0____.
 - a. number of times each FOIA exemption used (counting each exemption once per request)
 - (1) Exemption 1 ____0____.
 - (2) Exemption 2 ____0____.
 - (3) Exemption 3 ____0____.
 - (4) Exemption 4 ____7____.
 - (5) Exemption 5 ____0____.
 - (6) Exemption 6 ____0____.
 - (7) Exemption 7(A) ____0____.
 - (8) Exemption 7(B) ____0____.
 - (9) Exemption 7(C) ____0____.
 - (10) Exemption 7(D) ____0____.

- (11) Exemption 7(E) ____0____.
- (12) Exemption 7(F) ____0____.
- (13) Exemption 8 ____0____.
- (14) Exemption 9 ____0____.
4. Other reasons for nondisclosure (total) ____3____.
- a. no records _____.
 - b. referrals _____.
 - c. requests withdrawn ____2____.
 - d. fee-related reason _____.
 - e. records not reasonably described _____.
 - f. not a proper FOIA request for some other reason _____.
 - g. not an agency record ____1____.
 - h. duplicate request _____.
 - i. other (specify) _____.

APPEALS

- 1. Number of appeals received during fiscal year ____0____.
- 2. Number of appeals processed during fiscal year ____0____.

Disposition of Appeals

- 1. Number completely upheld _____.
- 2. Number partially reversed _____.

3. Number completely reversed _____.
- a. number of times each FOIA exemption used (counting each exemption once per appeal) _____.
- (1) Exemption 1 _____.
- (2) Exemption 2 _____.
- (3) Exemption 3 _____.
- (4) Exemption 4 _____.
- (5) Exemption 5 _____.
- (6) Exemption 6 _____.
- (7) Exemption 7(A) _____.
- (8) Exemption 7(B) _____.
- (9) Exemption 7(C) _____.
- (10) Exemption 7(D) _____.
- (11) Exemption 7(E) _____.
- (12) Exemption 7(F) _____.
- (13) Exemption 8 _____.
- (14) Exemption 9 _____.
4. Other reasons for nondisclosure (total) _____.
- a. no records _____.
- b. referrals _____.
- c. request withdrawn _____.
- d. fee-related reason _____.
- e. records not reasonably described _____.
- f. not a proper FOIA request for some other reason _____.

- g. not an agency record _____.
- h. duplicate request _____.
- i. other (specify) _____.

Median Processing Time for Requests Processed During the Year

- 1. Simple requests (if multiple tracks used).
 - a. number of requests processed _____28_____.
 - b. median number of days to process _____11_____.
- 2. Complex requests (specify for any and all tracks used).
 - a. number of requests processed _____7_____.
 - b. median number of days to process _____12_____.
- 3. Requests accorded expedited processing.
 - a. number of requests processed _____0_____.
 - b. median number of days to process _____.

Status of Pending Requests

- 1. Number of requests pending as of end of current fiscal year _____1_____. (Enter this number from Line V.A.4.)
- 2. Median number of days that such requests were pending as of that date _____365_____.

Comparisons with Previous Year(s) (Optional)

- A. Comparison of numbers of requests received _____.
- B. Comparison of numbers of requests processed _____.
- C. Comparison of median numbers of days requests were pending as of end of fiscal year _____.
- D. Other statistics significant to agency _____.

- E. Other narrative statements describing agency efforts to improve timeliness of FOIA performance and to make records available to the public (e.g., backlog-reduction efforts; specification of average number of hours per processed request; training activities; public availability of new categories of records).

Staffing Levels

1. Number of full-time FOIA personnel ____0____.
2. Number of personnel with part-time or occasional FOIA duties (in total work-years) _____.25_____.
3. Total number of personnel (in work-years) ____0_____.

Total Costs (including staff and all resources).

1. FOIA processing (including appeals) ____4,000.00_____.
2. Litigation related activities (estimated) ____0_____.
3. Total costs ____4,000.00_____.
4. Comparison with previous year(s) (including percentage of change) (optional) _____.
5. Statement of additional resources need for FOIA compliance (optional) _____.

FEES

- A. Total amount of fees collected by agency for processing requests ____\$379.00_____.
- B. Percentage of total costs _____.